

Windows – Part 1

The Basics

Objectives:

- Learn how to use the Keyboard.
- Learn when to left click, right click, or double click.
- Learn to work with multiple Windows.
- Learn how to use the Control Panel.
- Learn about the Desktop and Taskbar.
- Learn how to use START menu items.
- Learn what a computer file is.
- Learn where computer files are stored on your computer.

Windows, Part 1 - Tips

The Keyboard

Use the Caps Lock key to get all capital letters. Note that Caps Lock does not apply to the top row of keys that has numbers. You must hold down the Shift key to get the uppercase symbols located above the numbers. Use the Num Lock key to set the keypad at the right of the keyboard to get numbers instead of arrow keys, Page Up and Page Down, etc.

Use the Escape key to cancel a menu. Use Delete to remove a character to the right of the insertion point. Use Backspace to remove a character to the left of the insertion point. Note the Control (CTRL), Windows, and Alt keys located in the bottom row on either side of the space bar.

When to Left Click, Right Click, Double Click, or Drag.

If you Left Click on an icon, it will select the icon. Sometimes this will automatically cause an action. For example, a single Left Click on an icon in the Quick Launch Toolbar (lower left corner of screen) will cause that program to launch. At other times, the single click only selects the icon and does not cause an action. In this case, you should Double Click to perform the default action.

When you Right Click on an icon, a menu appears with a list of possible actions. If there is a default action, it is shown in bold text. You must use a Left Click to select an action from the menu. To remove the menu without doing any action, either hit the Escape key, or just Left Click somewhere off the menu.

Dragging is used to move an icon from one place to another. Just Left Click the item and hold the mouse button down while you move the icon to the desired location, then let go of the left button.

Using the Taskbar

The gray bar at the bottom of the screen is the Taskbar. You can drag the bar to the top or sides of the screen if you prefer it located there. At the right side of the Taskbar the time is displayed. If you point your mouse at the time without clicking, it will display the day and date. To adjust the sound level, Left Click on the loudspeaker icon and then drag the slider up for louder, down for lower. Click off the slider box to close the box.

The small icons on the left side of the Taskbar comprise the Quick Launch Taskbar. A single Left Click on one of these icons will launch the selected program. If you have Windows XP, it might be set to not display the Quick Launch Taskbar. If so, you can Right Click on the Taskbar, then uncheck Lock the Taskbar. Then Right Click on the Taskbar again, select Toolbars, and select Quick Launch. After the Quick Launch

Taskbar is displayed and has the correct icons installed there, be sure to Right Click the Taskbar and click on Lock the Taskbar to keep your settings from being altered.

What are Windows?

A Window is an on-screen box use to display an individual computer application. You can have as many Windows open at the same time as you want, but there can be only one Current Window at any time. The Current Window is the one that is actively in use. Other Non-Current windows can be seen, but are not active. You can make a Window the Current Window by clicking within the Window.

Every Window has a title at the top with the name of the application and typically the name of the file. At the top right corner are three small click boxes. A click on the first one, Minimize, will reduce the Window down to a small bar at the bottom of the screen. This is handy to get a Window out of the way temporarily. Clicking on the bar at the screen bottom will restore the Window to its prior size.

A click on the second box, Maximize/Restore, will expand the window to cover the entire screen, or if the Window is already at the maximum size, it will reduce the size of the window to something smaller. You can further adjust the size of such a Window by dragging on the Sizing Pad located at the lower-right corner of the Window.

A click on the third box, Close, will close the Window and remove it from the screen.

Using the Control Panel

Click on START → Settings → Control Panel. A Window will display all the various features of your computer that you can adjust or change. Double click on Mouse to access adjustments that can be made to the functioning of the mouse. You can also adjust your computers Date and Time, its Power Options, Passwords, Display parameters, etc.

Using START menu to Open a Program or Document

To open a program, click on START → Programs → click on program icon. To open a recently saved document, click on START → Document → click on the document name. (Note - the list contains only the 15 or so most recently used documents.)

Using START menu to Add a Shortcut to the Desktop

To put a shortcut on the desktop, click on START → Programs, and find the program you want. Right-Drag it to the desktop, then click on Create Shortcut Here. You can then left-drag the shortcut to where you want it on the desktop.

Using the Desktop

The desktop contains a series of icons which are Shortcuts to various programs. The Shortcuts are not the program itself; they are just pointers to the programs. Double click on a Shortcut to make the program start.

You can also use the Desktop as a place to store files. While you would typically store all your permanent files in My Documents, it is sometimes handy to store a file on the

Desktop if you just want to keep that file only temporarily, or if you want to make it extra easy to get to it, such as a file that you use every day. The Desktop is really just another folder, no different than the My Documents folder.

What is a File?

A file is an individual package of information to be used by your computer. It can be a document, a photo, music, a video, software, or many other types. Each time you create something on your computer; it must be saved as a file in order for it to be later retrieved.

Saving a File

When you first create a file, you should save it using File → Save As. You will specify where it is to be saved, and what the filename will be. File names can contain up to 255 characters. You should avoid using the characters / \ : * | < > ? and “ If you update the file, you must click on File → Save for the updated information to be included in the file.

Where to Store files

Most files on your computer are stored on the Hard Drive, called Local Disk (C:). You can also store files on a Floppy Disk (A:) or on removable disks like a Compact Disk or a DVD disk. When storing data on Local Disk (C:) it is best to always store your own files in the My Documents folder, or other designated user folders like My Pictures, My eBooks, My Music, or My Videos.